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NATIONAL GUARD BUREAU
US PROPERTY AND FISCAL OFFICER FOR CALIFORNIA
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CAJS-US-PC

1 July 2003

MEMORANDUM FOR All Government Purchase Card Billing Officials and Cardholders

SUBJECT: **GOVERNMENT PURCHASE CARD POLICY MEMORANDUM #5** – DoD Mandatory Government Purchase Card On-Line Training for Billing Officials and Cardholders

1. References:

a. USPFO for California Standard Operating Procedure for Use of the Government Purchase Card (GPC), dated 1 February 2003.

b. Under Secretary of Defense (Defense Procurement) memorandum, dated 27 September 2002, subject: DOD Purchase Card Program (enclosed).

2. The purpose of this memorandum is to provide official USPFO for California policy to Billing Officials and Cardholders on the mandatory Department of Defense (DoD) requirement for all current and future Billing Officials and Cardholders to successfully complete the on-line Government Purchase Card (GPC) training tutorial hosted by the Defense Acquisition University.

3. This DoD-wide mandatory GPC training was created as a result of concerns from the Government Accounting Office (GAO) and various DoD agencies that there was no common training module that presented DoD's major concerns about the GPC program. As a result, Agency/Organization Program Coordinators (A/OPC) were left on their own to ensure all the important points of the program were covered. The on-line training was designed for and shall be taken by all A/OPC's, Billing Officials and Cardholders. The on-line GPC training is mandatory and must be completed by all newly designated Billing Officials and Cardholders before cards will be issued or duties assumed. In addition, all current Billing Officials and Cardholders also shall take the on-line training as part of required refresher training within sixty (60) days of notification from the A/OPC.

4. The Government Purchase Card tutorial presented by the Defense Acquisition University (DAU) is a web-based training module located at http://clc.dau.mil/kc/no_login/portal.asp. This self-paced course is comprised of ten lessons that present the mandatory requirements and other guidelines to consider and apply, as appropriate, when using the GPC. This tutorial was developed in order to train GPC Billing Official and Cardholder nominees to be at ease with using the GPC. The average cumulative time for course completion is four hours. Individuals may take this self-paced course over time, with the ability to return to the last page they have accessed. The course includes periodic review questions and a post-test. The post-test requires a minimum score of 70% and may be taken as many times as necessary to obtain a passing score. A certificate of completion is available at the conclusion of a successful post-test. Upon earning the certificate, it will be available anytime in the personal student transcript and must be printed out in hardcopy. This course will be supplemented with the formal USPFO A/OPC specific GPC training prior to issuance of the purchase card.

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5. Current Billing Officials and their Cardholders will be notified in writing by the USPFO A/OPC when they are to complete their on-line training and will be given a 60-day suspense date for required completion. Billing Officials and Cardholders will be required to complete the on-line training as part of DoD mandatory refresher training and will print out a certificate of completion upon completion of the training module. A copy of the training certificate must be forwarded to the USPFO A/OPC who will record and document the individual Billing Official and Cardholder GPC files. Billing Officials and Cardholders who do not complete the training within the required suspense date will have their GPC accounts suspended until the training is completed.

6. GPC training is a two-part process which requires both DAU on-line training and formal on-site training provided by the USPFO A/OPC. Billing Officials who are requesting a purchase card for a new Cardholder, or for a former Cardholder being reissued a new card, are responsible to ensure that the proposed Cardholder has first completed the on-line training and has provided them a certificate of completion. A copy of the proposed Cardholder's on-line training certificate of completion must be included with the request for formal on-site training and issuance of a purchase card by the USPFO A/OPC. Upon receipt by the USPFO A/OPC, formal on-site training will be scheduled and conducted. After completion of on-site training, the request will be processed to the U.S. Bank for issuance of a GPC.

7. For situations not addressed by this policy, please contact LTC Eric H. McDonald, Chief, Purchasing and Contracting Division, at DSN 630-6251, CAGNET 66251, or (805) 594-6251.



CHARLES E. BOURBEAU
Colonel, NGB
USPFO for California

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CF:

Chief of Staff, California National Guard
Chief of Staff, Joint Staff Division
Chief of Staff, Army Division
Chief of Staff, 40th Infantry Division
Chief of Staff, 49th Combat Support Command
Staff Judge Advocate (CAAG-SJA)
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ACQUISITION,
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MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
ACTING DEPUTY ASSISTANT SECRETARY OF THE
ARMY (PROCUREMENT AND POLICY), ASA(ALT)
DEPUTY ASSISTANT SECRETARY FOR THE AIR FORCE
(CONTRACTING), SAF/AQC
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DIRECTOR, DEFENSE CONTRACT MANAGEMENT
AGENCY
EXECUTIVE DIRECTOR, LOGISTICS POLICY &
ACQUISITION MANAGEMENT (DLA)
DIRECTOR, DOD PURCHASE CARD JOINT PROGRAM
MANAGEMENT OFFICE

SUBJECT: DOD Purchase Card Program

The recent DOD Charge Card Task Force Report included two important recommendations. They were the development and publication of an end-to-end Concept of Operations for the Purchase Card and the development of standard cardholder, approving official, and certifying official training. The work on these two recommendations is complete. The Concept of Operations is currently posted on the DoD purchase card homepage at <http://purchasecard.saalt.army.mil>. The Defense Acquisition University on-line Purchase Card Training module is currently hosted at their continuous learning web site at http://clc.dau.mil/kc/no_login/portal.asp. These tools are mandatory for use within the Department.

The Purchase Card Concept of Operations was developed to serve as a desk guide for cardholders, billing officials, and other program officials. It contains best practices for the purchase card program. Additionally, it will be used as the baseline for development of upcoming DFARS and other regulatory policies and procedures within the Department as well as for process reengineering efforts.

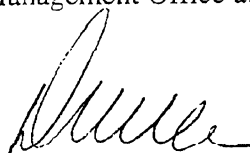
The DoD Government Purchase Card Tutorial includes ten lessons that present mandatory requirements and other guidelines to consider and apply, as appropriate, when utilizing the Government Purchase Card. This tutorial/training module was developed to



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train Government Purchase Cardholder, Approving Official, and Billing Official nominees to properly use the Government Purchase Card. It is important to note that the training module is designed for the entire acquisition workforce, including AT&L workforce members, program managers, acquisition logisticians, sustainment logisticians, contracting personnel, and Defense contractors. Cardholders, approving officials, and certifying officials must complete the course prior to issuance of DoD purchase cards. Upon satisfactory completion of the tutorial, a certificate will be issued via the electronic training module and must be maintained as evidence of completion. This training must be augmented at the local level to reflect Military Departments, command, and local restrictions and procedures.

Questions regarding this memo should be directed to Mr. Bruce E. Sullivan, Director, DoD Purchase Card Program Management Office at 703-681-7564 or bruce.sullivan@saalt.army.mil.



Deidre A. Lee
Director, Defense Procurement